



Social Media and Office Support (Part-Time Summer Position)

Location: UBC Vancouver Campus

Job type: Hourly summer position, maximum 17 hours per week

Pay: \$16-20 per hour

IC-IMPACTS Centres of Excellence (<https://ic-impacts.com/>) is a not-for-profit organization, established by the Federal Government of Canada to serve as a pan-Canadian agency responsible for the delivery of research programs in the areas of sustainable infrastructure, integrated water management, and public health, disease prevention and treatment between Canada and India.

IC-IMPACTS is searching for a talented and creative individual to join our team in Vancouver, BC who will assist full time office staff with daily tasks and organization. You are a perceptive, reliable, self-motivated individual, an excellent writer, and have the ability to produce consistent, timely work.

What you are passionate about: **Supporting office organization, web and social media**

What you will do:

- Complete detail oriented work, including data entry and proofreading of Annual Report
- Support coordination of events and celebrations
- Assist with updating website and social media accounts
- Conduct Internet-based research on relevant issues such as India-Canada business and research collaborations
- Assist Finance office with organizing files
- Assist with cleaning and organizing the Board Room and other preparations for meetings
- Support full-time staff in other office work as required

Reporting to:

You will report to the IC-IMPACTS Administrative Assistant and work closely with the office team.

Your qualifications:

- Familiarity with Microsoft Office Suite, especially Word, Powerpoint, and Excel
- Familiarity with multiple social media platforms, including Facebook, Twitter, Google+, LinkedIn, Mail Chimp, Hootsuite, and WordPress
- Willing to work in a fast-paced environment

To apply for the above position, please email a short CV to:

careers@ic-impacts.com

Due to a large number of applications, we encourage candidates to initially apply with a one-page CV. If shortlisted, you will be required to send a cover letter, detailed resume, and portfolio.

All applications will be considered confidential.

IC-IMPACTS is an equal opportunity organization. Equity and diversity are essential to operational excellence. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.